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ABSTRACT

Some neighborhood based manpower agencies in the impacted areas do not possess the inhouse capability of informing their constituents of available manpower programs. The Manpower Administration funded a project to gather and disseminate manpower training information to some 60-70 neighborhood based agencies on standardized forms. Checks would be made on the utility of this information and the impact on the neighborhood agencies' practices. A directory of Manpower Services was also to be developed. Of the 98 agencies approached, 87 (89%) participated--over twenty more than anticipated. Thirty-six different training programs contributed information and provided over 5,500 training slots. Over 1,200 referrals were reported using the NYCMIB system. A steady increase of referrals was reported. For the first sixteen weeks, 252 referrals were made; over the last eighteen weeks, 924 referrals were made. A survey of a sample of participating agencies indicated that 63% of referrals resulted in placements. The utility of the project seems to be demonstrated. It is felt that a local agency should continue its operation. (Author)

ED 093375

FINAL REPORT

A DEVELOPMENTAL PROPOSAL TO TRY OUT A LIMITED SYSTEM OF MANPOWER INFORMATION DISSEMINATION TO PROVIDE BETTER LINKAGES BETWEEN SOME NEIGHBORHOOD AGENCIES AND A RANGE OF AVAILABLE MANPOWER PROGRAMS

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Submitted to:

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15. Supplementary Notes

16. Abstracts: Some neighborhood based manpower agencies in the impacted areas do not possess the inhouse capability of informing their constiuents of available manpower programs. The Manpower Administration funded a project to gather and disseminate manpower training information to some 60-70 neighborhood based agencies on standardized forms. Checks would be made on the utility of this information and the impact on the neighborhood agencies' practices. A directory of Manpower Services was also to be developed. Of the ninety-eight agencies approached, eighty-seven(89%) participated- over twenty more than anticipated. Thirty six different training program contributed information and provided over 5,500 training slots. Over 1,200 referrals were reported using the NYCMIB system. A steady increase of referrals were reported. For the first sixteen weeks, 252 referrals were made; over the last eighteen weeks, 924 referrals were made. A survey of a sample of participating agencies indicated that 63% of referrals resulted in placements. The utility of the project seems to be demonstrated. It is felt that a local agency should continue its operation.

17. Key Words and Document Analysis. 17a. Descriptors

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New York City Manpower Information Bulletins' Service

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List of Abbreviations and Symbols

1. DOT	-	Definitions of Titles
2. DOE	-	Department of Employment
3. DOL	-	Department of Labor
4. -	-	insuffient information
5. JOBS	-	Job Opportunities in Business
6. MCDA	-	Manpower Career and Development Agency
7. n	-	no
8. +	-	number of ongoing slots
9. NYCMIB	-	New York City Manpower Information Bulletins
10. OIC	-	Opportunities Industrialization Centers
11. RTP	-	Recruitment and Training Program
12. R&D	-	Research and Development
13. sev.	-	several
14. SHED	-	Settlement Houses Imployment Development, Inc.
15. y	-	yes

I. Project's Objectives and Findings

A. Objectives

Some neighborhood based manpower agencies located in the impacted areas of inner cities do not possess the inhouse capability of informing their constituents of available manpower programs. Settlement Houses Employment Development Inc. proposed to the Manpower Administration to gather and disseminate manpower training information to some 60-70 neighborhood based agencies on standardized forms; and that checks would be made on the utility of this information and the impact on the neighborhood agencies' practices.

Three types of bulletins would be developed:

1. Gathering current manpower training openings from program agencies, publishing these on a standardized form and mailing them at regular (usually two week) intervals;

2. Distributing periodic analyses of current manpower problems and issues of interest to manpower staff which are prepared by New York City's Manpower Planning Council;

3. Developing and distributing local program descriptions as a Directory of Manpower and Related Services.

B. Findings

1. There was a good response to the project by neighborhood based agencies. Of the ninety-eight agencies approached, eighty-seven (89%) participated - over twenty more than anticipated.

2. There was no problem gathering training program information. Thirty six (1) different training programs contributed information and provided over 5,500 training slots.

3. Over 1,200 referrals were reported made as a direct result of the NYCMIB system.(2)

4. There was a steady increase in the use of the NYCMIB system. For the first sixteen weeks, 252 referral were made; over the last eighteen weeks, 924 referrals were made.(3)

5. A survey of a sample of participating agencies indicated that 63% of referrals resulted in placements.(4)

Footnotes:

(1) See appendix A "Program Agencies Providing Training Slots to NYCMIB."

(2) See Table Ia, page 7.

(3) See Illustration #1, page 4: "#of referrals plotted against program time period." Also see Illustration #2, page 10: "NYCMIB staff activity to obtain referrals."

(4) "Special Sampling Report" to Manpower Administration by SHED, September, 1973.

6. The survey indicated that the percentage of placements of referrals was almost equally as high for training slots which lead to high, medium and low paying jobs as categorized by DOL DOT Codes.(5)

7. Findings from the project telephone log include the following(6)

a. Requests for information about specific programs suggests a bell curve. Inquiries were reluctant at start, peaked during the middle and slackened as manpower personnel became adept at using the binder.

b. Requests for information in the use of the binder(6) is a somewhat sharper curve suggesting again, inquiries tapering off as manpower personnel became more knowledgeable in available manpower services.

c. Telephone training sessions in the use of the Bulletins remained high over a six month period as new agencies were introduced and personnel changes occured at the referral agencies. An attenuation at the end of the project reflects greater knowledge on the part of referral agency personnel.

d. Persistent requests for referral data was a consistent feature of the project.

e. Other specific (7) requests from referral agencies for technical manpower information decreased as the project proceeded - while referrals reported to NYCMIB increased.

8. Table 3 (see Table 3, page 9) is a compilation of data secured through SHED's survey of twelve agencies to determine the utility of the program.

a. Five indicated that NYCMIB had provided new training slots.

b. Three indicated that the formats and practices of NYCMIB had aided their agencies in refining the manpower practices of their agencies.

c. Three agencies indicated that their professional staff efficiency had been increased through the concentration of manpower information in the Bulletins.

d. Four agencies indicated that the Bulletins insured currency of information.

e. Three agencies recognized the duplication of most of the training information but indicated the concentration increases their productivity.

Footnotes:

(5) Under Table Ia,(page 7) Column 5 (College Adapter), 8 (Driver Training), 16 (Recruitment and Training Program-formerly Joint Apprentice Program) and 23 (Warehouse Shipping and Receiving) are instructive. In each of these categories there are more referrals than openings. In the case of Programs under 16, these are low DOT Codes leading to good salaries; program under 5, although an educational program, this is associated with higher earnings. Program under Column 8 and 23 is a program dominated by minority males who can meet entry level requirements.

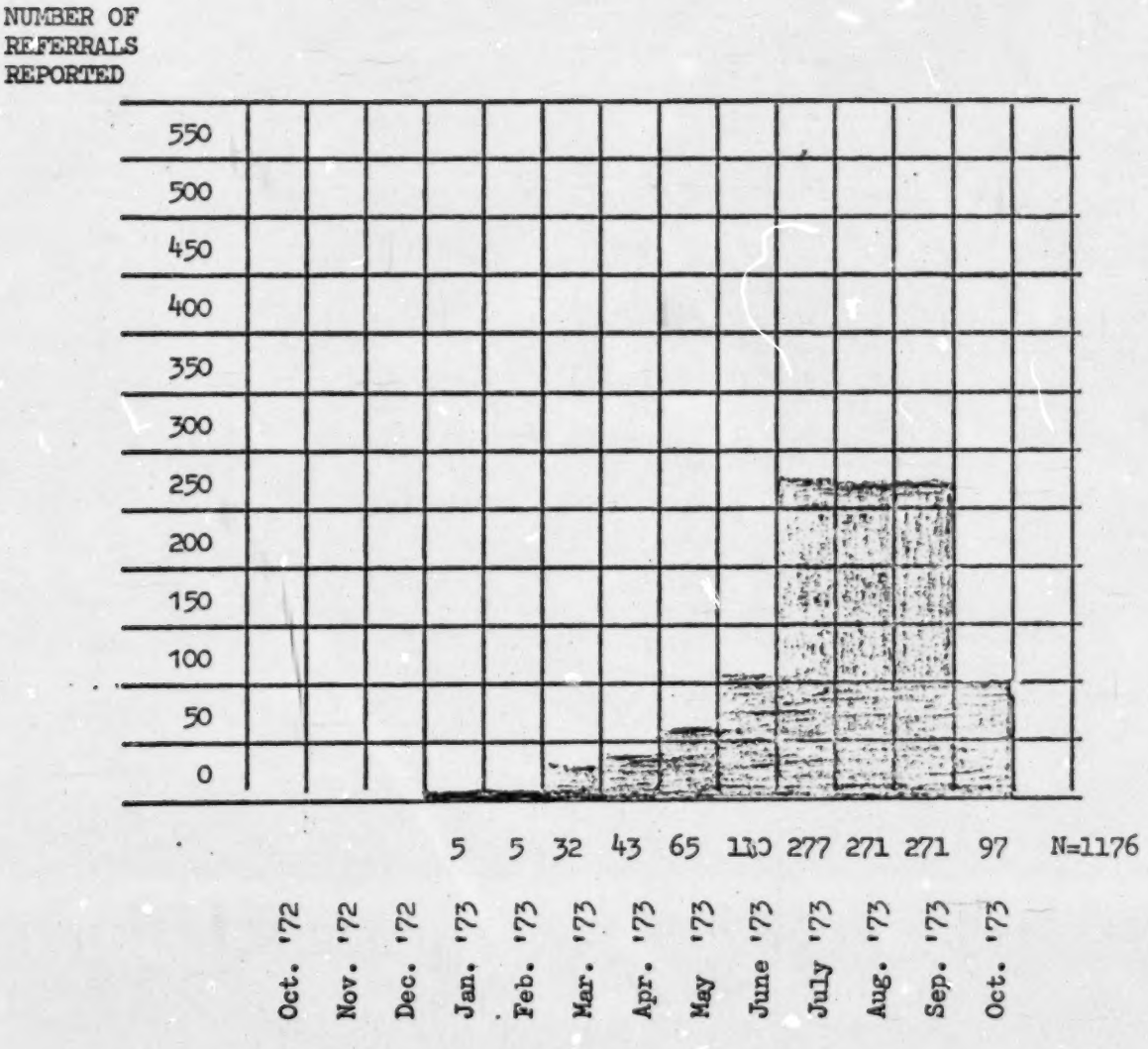
(6) Illustration #2, page 10.

(7) Specific requests included items including locations of agencies, criteria for applicant acceptance in programs, general entrance procedures for training agencies, locations of specific training programs not listed in the Bulletins.

II. Acknowledgement of Sponsorship

This report of a demonstration project was prepared under a grant from the Manpower Administration, U.S. Department of Labor, under the authority of the Manpower Development and Training Act. Organizations undertaking such projects under the Government sponsorship are encouraged to express their own judgement freely. Therefore, points of view or opinions stated in this document do not necessarily represent the official position or policy of the Department of Labor.

Illustration 1



III. Results

1. Thirty-three referral agencies located in the five boroughs of New York City, grouped under a selection criteria,(8) responded to SHED's first mailing of an invitational questionnaire (9) to participate in the project.

At subsequent periods, sixty-five additional referral agencies were invited to participate in the project.

Of this total recruitment of sixty-five agencies, eleven referral agencies withdrew; (10) twenty-nine additional referral agencies requested participation but were not accepted due to the anticipated refunding problem.

Of the total eighty-seven participating referral agencies,twenty returned the invitational questionnaire.

Of the total twenty-nine referral agencies requesting participation, twenty-eight returned the invitational questionnaire.

2. 201 Training Information Bulletins (11) using a format designed by Manpower Specialists from New York City agencies were distributed from November 22, 1972 through November 11, 1973.

3. Three instruction sheets (12) to update information content were distributed at eight week intervals.

4. By the sixth month of the project, 250 copies of each training information bulletin sheet containing training slot information was mailed on an approximate two week basis to the eighty-seven referral agencies.

5. Using data as of September 11, 1973, thirty-six program agencies(13) provided approximately 5,647 (14) training slots for distribution.

Footnotes:

(8) Criteria for selection included:(1) the "needs" concept, (2) the professional capacity of manpower agency personnel, (3) the agency service to "problem populations" e.g. ex-addicts, (4) the referral agencies' energetic response to SHED's invitation to participants. The total number of referral agencies served was 25% greater than the original condition of the grant. In addition, with multiple mailings, the total sheets distributed increased by 250%. Project costs reflect these changes in the original mailing estimates.

(9) Appendix B. "Interview Questionnaire"...Distributed to Referral Agencies by SHED."

(10) Appendix C. "Method of Selecting Referral Agencies and reasons for withdrawal." from Special Report on Manpower Information Bulletin to Manpower Administration"- 7/73.

(11) Appendix D sample. "NYCMIB Training Information Sheet"

(12) Appendix E. "Typical Instruction sheet for updating NYCMIB Training Information Bulletins' binder."

(13) See Appendix B. List of program agencies providing NYCMIB project with training slot openings.

(14) This total count excludes some totals in training categories noted as sev.(several) and +. In the letter case of the coded +, this number including general information sheets for JOBS, Neighborhood Youth Corps, etc. would increase the totals significantly.

6. Other training slot information was circulated as general information when the available slots were ongoing. (15) Table Ia summarizes the total slot distribution by training category as of September 11, 1973.

See Table Ia, page 7.

7. 1,079 referrals from referral agencies were reported as of September 11, 1973. Table Ia summarizes referrals submitted to NYCMIB by training category.

See Table Ib, page 7.

8. Forty six field visits were conducted to referral agencies in order to check the condition of the binder. Using an interview form questionnaire (16), visits to thirty-one agencies yielded the following table.

See Table 2, page 8.

9. Of the thirty-one agencies visited, twenty-seven were using the binders actively and an updated binder was observed. Four agencies were not using the binder. Twenty-two agencies requested that NYCMIB seek more training slots, particularly from private industry and slots relevant to males 16-20.

10. A NYCMIB Manpower Services Directory (17) has been distributed to thirty-seven referral agencies and to ten program agencies.

Divided under fourteen manpower service categories, the Directory lists 801 places to obtain services as supplied by 450 agencies.

Footnotes:

(15) Program example of continuing slots is the Neighborhood Youth Corps, the New York City Board of Education programs. An example of program slots deemed not proper for NYCMIB distribution is the Job Opportunities in Business (JOBS)

(16) Appendix F. "Field Visit Interview Form"

(17) Appendix G. "NYCMIB Manpower Services Directory"

Table Ia

Total Program (Training) Slots Distributed by NYCMIB
Nov. 22, 1972 - Sept. 11, 1973

1	AGED	+
2	BUILDING CONS. TRADES	1423
3	CLERICAL	939
4	CIVIL SERVICE	90
5	COLLEGE ADAPTER	25
6	COMPUTER TRAINING	52
7	DRAFTING	40
8	DRIVER TRAINING	SEV
9	DRY CLEANING	20
10	ELECTRONICS	20
11	ENGLISH AS SECOND LANGUAGE	560
12	FOOD SERVICES	35
13	GEN. EDUCATION DIPL.	444
14	HANDICAPPED	0
15	INDUSTRIAL ELECT.	75
16	JOINT APP. PROGRAM	50
17	MACHINIST	20
18	MAJOR APPLIANCE REPAIR	SEV
19	N.Y. STATE EMPLOYMENT SERVICE	1495
20	NURSING	70
21	PRINTING	55
22	REPAIR SERVICE	118
23	WAREHOUSING, SHIPPING RECEIVING	55
24	JOB CORPS	+
25	U.S. MARINE CORPS PROGRAM	+
26	NYC NEIGHBORHOOD YOUTH CORPS	+
27	PUBLIC SERVICE CAREERS	+
	PENDING ACCEPTANCE	

5647
TOTAL

Table Ib

Referrals Reported Under Training Categories
Nov. 22, 1972 - Sept. 11, 1973

3	
121	
201	
50	
107	
28	
3	
91	
5	
6	
48	
23	
23	
0	
15	
55	
6	
8	
91	
1	
32	
61	
84	
0	
0	
91	
0	

1079
TOTAL

Table 2

Field Visit Reports

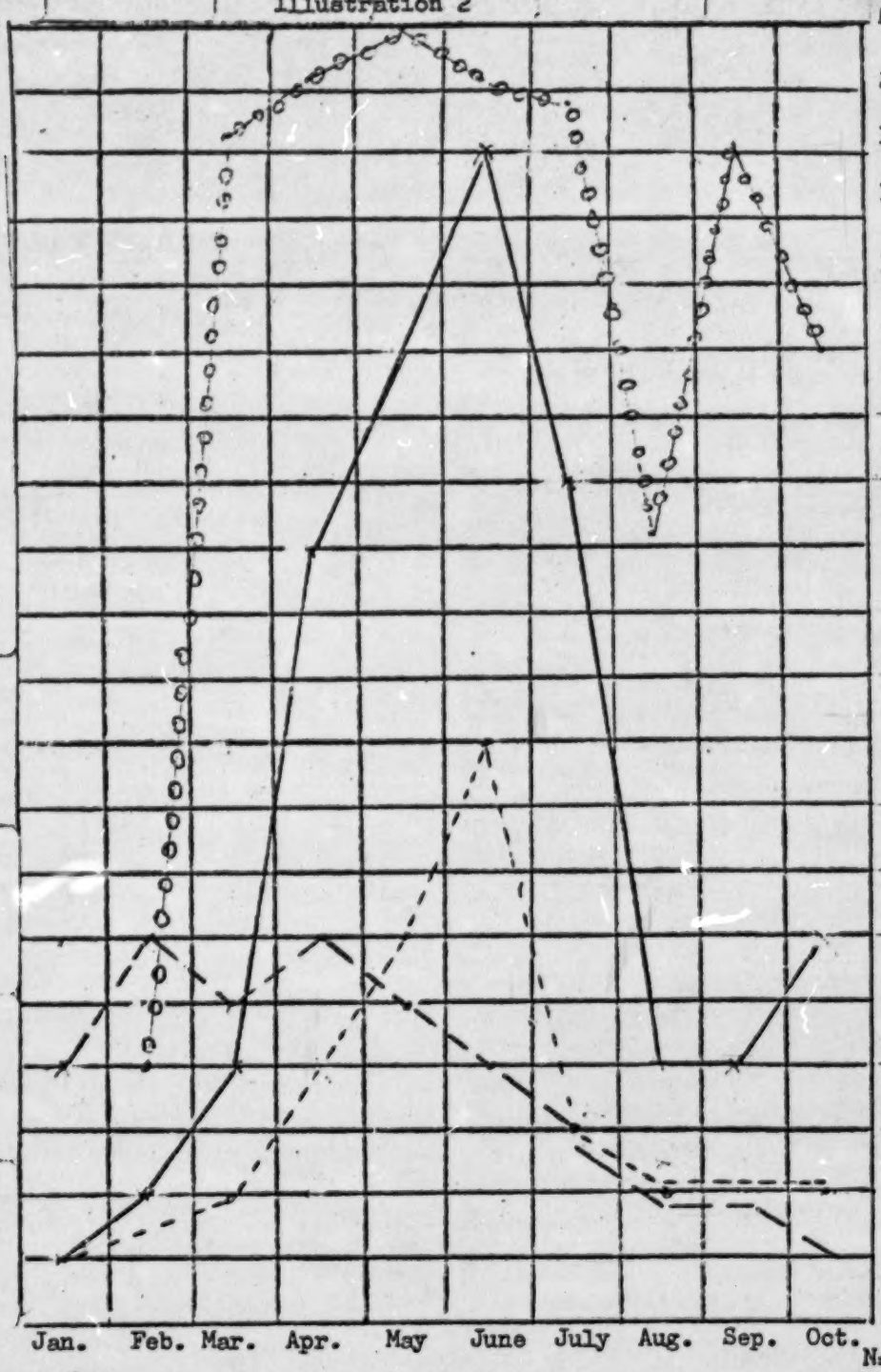
NAME OF AGENCY	IS BULLETIN IN USE	# FIELD VISITS	REQUESTED OTHER TRAINING SLOTS	NAME OF AGENCY	IS BULLETIN IN USE	# FIELD VISITS	REQUESTED OTHER TRAINING SLOTS
RMC #8	N*	1	Y*	COURT EMPLOY.	Y	3	-*
RMC # 10	Y	2	Y	CENTRAL LAB. COUN.	Y	0	-
S.E. QUNS. NMSC	Y	2	Y	FORTUNE SOC.	Y	1	-
NY URB. LEAGUE	Y	2	Y	BRIDGE PLAZA	Y	1	-
CORONA EAST ELMHURST NMSC	Y	1	Y	ENCOUNTER	Y	1	Y
FED. EMPLOY. & GUID. SERV.	Y	1	-	MODEL CITIES	Y	5	Y
MDT RIKERS ISL.	Y	1	-	EDUCA. ALLIANCE	Y	6	Y
HUDSON GUILD	Y	1	Y	HEALTH SER. AG.	Y	2	Y
BETH ISRAEL	Y	1	-	JOBS FOR YOUTH	Y	4	Y
STATE UNIV. OF NY (BRKLN)	Y	1	-	ADDICTION SER. AGENCY	Y	1	-
RMC #9	N	1	Y	NARC. ADDIC. CONT. COMM.	Y	1	-
RMC #7	N	1	Y	HARLEM SPAN	Y	1	Y
NYC DEPT. OF VET. AFFAIRS	N	L	Y				
ADDICT RESOURCE & TREAT.	Y	1	Y	CODE *			
MANHATTAN PROBATION	Y	1	Y	N = NO			
RMC # 4	Y	1	Y	Y = YES			
OSBORNE FOUNDATION	Y	1	-	- = INSUFFICIENT INFORMATION			
HUNTS PT. MULTI-SER. CNTR.	Y	1	-				
COLONY SOUTH BROOKLYN	Y	1	-				
HAMILTON MADISON	Y	1	Y				
BRONX RIVER NEIGH. HOUSE	Y	1	Y				
JAMES WEL. JOHNSON	Y	1	Y				

Table 3

Solicited Opinions of Projects Utility

	RESPONSES OF AGENCIES FROM NYCMIB SOLICITATION OF PROJECTS UTILITY	COURT EMPLOYMENT	CENTRAL LAB COUN.	FORTUNE SOCIETY	BRIDGE PLAZA	ENCOUNTER	MODEL CITIES	EDUCA. ALLIANCE	HEALTH SER AGENCY	JOBS [illegible]R YOUTH	ADDICTION SER. AGENCY	NARC. ADDIC. CONT. COMM.	
I.	PROVIDED INFORMATION ON NEW TRAINING OPENINGS	X			X	X		X					
II.	BULLETIN GUIDELINES DETERMINED CRITERIA FOR APPLICANTS TO PROGRAM	X											
III.	PROVIDED CRITERIA FOR REFINING INTERNAL MANPOWER PRACTICES	X				X	X						
IV.	ALLOWED AN INCREASE IN AGENCY PERSONNEL CASELOAD THRU ORGANIZED STRUCTURE OF BULLETIN		X	X		X							
V.	IMPORTANT ACCESS TO MANPOWER INFORMATION PROVIDED BY BULLETIN SERVICE										X		
VI.	CURRENCY OF TRAINING OPENINGS AND CLOSINGS BY BULLETIN SERVICE	X					X	X	X				
VII.	SUBSTITUTED FOR ABSENT PLACEMENT COUNSELORS: APPLICANTS WERE ALLOWED TO USE BULLETIN BINDER TO SEEK SLOTS						X						
VIII.	REFERRAL AGENCIES CAN SOLICIT TRAINING SLOT INFORMATION AFTER BULLETINS EXPERIENCE									X			
IX.	NYCMIB SHOULD EVALUATE QUALITY OF PROGRAMS									X			
X.	PROGRAM OF FEEDBACK FROM TRAINING AGENCIES NEEDED									X			
XI.	DESPITE DUPLICATION, BULLETINS INCREASE EFFICIENCY										X		

Illustration 2



N=116

a. Solid line: # of calls from referral agencies re: specific programs

N=26

b. Short dash lines:# of calls from referral agencies on use of binder

N=42

c. Long dash:Training sessions in use of NYCMIB Training Information Bulletin

N=186

d. Line with circles: Calls from NYCMIB staff to referral agencies requesting referrals

IV. Problems

The problems of executing the grant can be organized into four major groups.

A. SHED

1. The first person chosen as assistant project director did not possess a range of knowledge suitable for the project. The direct responsibility for the project implementation shifted to the project director. The program suffered through insufficient responses from referral agencies in returning their interview questionnaires (18) and a delay in initiating work for the Manpower Services Directory.(19)

2. The production time of the Manpower Services Directory was miscalculated since the instrument had to be constantly checked and brought up to date.

3. The misinterpretations of the initial measures led referral agencies to believe that NYCMIB was mandated to follow up applicants at the training site.

B. Referral Agencies

1. The major problem was the incessant prodding of NYCMIB referral agencies for information regarding their referrals. Illustration # 2, page 10, details the inquiries made for the referral information.

2. Once the referral agency began receiving the training bulletin, it was impossible to obtain the interview questionnaires that had not been promptly submitted in the early stages.

3. Some referral agencies insisted that NYCMIB should not distribute claims made by training agencies for future jobs based on training when, from their experience, such claims were false. NYCMIB discussed the feasibility of seeking guidance from the funding agency in respect to these charges. Referral agencies never submitted any formal documents that could serve as a basis for this procedure. In effect, we had maintained that we were not empowered to monitor; rather we were seeking inter agency cooperation within very strict confines of the grant condition.

C. Program Agencies

Delays in obtaining training slot information was due to the bureaucratic procedures of agency personnel authorized to decide if the agency wanted to participate.

D. Manpower Administration

The project was completed without a single field visit nor any written response to the reports dispatched to the funding agency. Even now, it is unclear what this means. Evaluating ourselves is not an

Footnotes:

(18) See appendix B.
(19) See appendix G.

easy task. Numerous staff discussions to discipline the referral agencies for not providing information, positive or negative, on their referrals, invariably ended with no action taken. Toward the end of the project NYCMIB had to decide whether an elaborate search for referrals was as important as the completion of the NYCMIB Manpower Services Directory.(20)

Footnote:
(20) See appendix G.

V. Learnings

The learnings relate to the grant conditions and are reported as improvements to problems leading to the grant request.

1. Complaints that training slot information is not as dispersed as it should be has been somewhat altered through the distribution of these slots as new slots.

2. Manpower Information presented in a single format is useful as an aid in undermanned neighborhood agencies.

3. The problems of assessing the relation of unfilled training slots and the referral mechanisms of referral agencies is an area requiring sharp study.

VI. Conclusion

As a Research and Development project, the NYCMIB understands the problem of why such a grant should not be renewed by the Manpower Administration. In large part we feel that the utility of the project rests on a realization by the local funding authority that the R&D aspect has been demonstrated. The project should, if worthwhile, be continued through local Department of Labor funds or funded by a City Agency.

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Bulletins' binder

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G. Manpower Service Directory - attached to report

Appendix "A"

List of Program Agencies

1-11 Manpower Career Development Agencies
At the time of this projects inception MCDA funded eleven regional offices - Regional Manpower Center (RMC). Each center provides some training programs. MCDA is now known as New York City Department of Employment (DOE)

Other Program Agencies Funded Thru NYCDOE

12 College Adapter
13 Rentar
14 District 65
15 Airco
16 New York State Employment Service
17-21 Opportunities Industrialization Centers (OIC)
OIC has five regional centers which supplied training slots to NYCMIB
22 New York City Board of Education
23 State University of New York (Brooklyn Campus)
24-26 Recruitment and Training Program (RTP)
RTP has four regional sites for pre-apprenticeship programs.
New York City School of Locksmithing, Inc.
27 United States Marine Corp
28 New York School of Printing
29 Young Men's and Young Women's Hebrew Association
30 Federation Employment and Guidance Service
31 Brooklyn Bureau of Community Service
32 National Puerto Rican Forum
33 Service Education for the Rehabilitation of Drug Addiction
34 New York City Youth Services' Agency
35 University of the Streets
36 Training Resources for Youth
37 New York City Neighborhood Youth Corps
38 Young Men's Christian Association Upward Bound Program

Revised

Appendix "B"

INTERVIEW WITH AGENCIES (REFERRAL)

AGENCY_____ DATE_____

NAME OF INTERVIEWEE_____ POSITION_____

PHONE #_____

1. How many people come to your agency each year seeking job, training or vocational education information?

   less than 500___500 - 1,000___1,000 - 2,000___2,000 +___

a. What percentage are:

   16___21___21-35___35-50___50+___

b. Male_____Female_____

c. High School Drop-outs___High School Graduates___

d. Veterans___Handicapped or disabled___

   Ex-offenders___Ex-addicts___Experienced workers___

e. Welfare Recipients___Spanish speaking___

2. Does your agency conduct its own training_____

   If so,
   What type of training programs or resources do you have at your agency and how many people per year are served?

   _____

   _____

   _____

3. To what outside training programs do you refer applicants? How many per year?

   Neighborhood Manpower Service Centers___Joint Apprenticeship Program___

   OIC Centers___Building Trades OJT___ Public Service Careers Program___

   Job Corps___Work Incentive Program___Community Centers___

   NYSES___

   Other (specify)_____

   _____

4. From which agencies or resources do you receive training or vocational education information? In what form is it received?

SOURCE	FORM

a. Is this information adequate to meet your agency's commitment to applicants? Yes____ No____

If no, what types of information do you need?

b. Do you think the information you receive is well coordinated? Yes____ No____

What method of information dissemination is best suited to your agency?

c. Will the proposed information from this SHED project serve your needs? Yes___ No___

Do you have any specific suggestions on altering what SHED has proposed?

5. How many staff members do you have in your Manpower program? What positions do they hold?

	Full Time	Part Time
Vocational Counselors	____	____
Job Developer	____	____
Trainers	____	____
Intake workers	____	____
Research	____	____
Other (specify) _____	____	____

6. You understand that the SHED system is an R & D program, and that it will require a commitment of your staff's time.

   a. Can you commit your staff to utilizing the system?

   b. Can they attend a series of orientation sessions to learn to use the system, and periodic meetings to improve the system? Yes___ No___

   c. Will the staff have time to report on a regular basis on the results of the system? Yes___ No___

Interviewer's Rating:

Agency is:

likely_____

possible____

unlikely____

Appendix "C"

AGENCIES DROPPED FROM PARTICIPATION 7/9/72

Agencies	Method of Selection for Program	Reason for Withdrawal
1. Action for Progress	Selected by NYCMIB in First Round	Program no longer makes vocational referrals
2. City Hospital at Elmhurst	Agency requested	Population too mature (45+) recovering from strokes, amputations
3. Childrens Health Service	Same	Mothers at Day Care Centers need jobs; not interested in training
4. Irving Place Mini-School	Same	Dearth of jobs for girls seeking employment/ training after 12 noon
5. Dept. of Social Services (Empl. Div.)	Same	Have checked with counselors; much information duplicated. "Program not working for us"
6. Willoughby Settlement House	By NYCMIB	Not enough youth opportunities
7. Training Resources for Youth	Same	Not much use due to the young population (14-21)
8. Stanley M. Issacs Settlement House	Same	Not enough slots for age 16-17
9. Federation Employment & Guidance Service	Agency requested	No referrals made due to maturity of applicants (55+)
10. New York Urban League	Same	Programs not applicable
11. Monserrat Associates, Inc.	Same	Not using binder

Appendix "D"

Sample: NYC MANPOWER INFORMATION BULLETINS Sheet
101 EAST 15th STREET NYC 10003 677-0300 EXT. 24, 25
Leonora McLaughlin - Assistant Project Director

TRAINING INFORMATION

I. Training Agency

II. Type of Program:

III. Description & Location of Training

1. What Kind _____
2. Length of Training _____
3. Time/Hours _____
4. Location _____
5. Stipend _____
6. Who does placement? _____
7. Chances for placement after training a. Good b. Fair c. Poor

IV. Consideration given to:

1. Veterans _____ 2. Unemployed _____
3. Youth _____ 4. Ex-Addict _____
5. Ex-Offenders _____ 6. Meth Maint _____
7. Handicapped _____ 8. Other _____

V. Slot Information

1. # _____ 2. Cycle Begins _____
3. Chances for training _____

VI. Entry Requirements

1. Age _____ 2. Minimum Income for entry _____
3. Is Certification Required? _____
4. Geographical Limitations _____
5. Citizenship _____ 6. Alien Card _____
7. English Fluency _____
8. Minimum Education _____
9. Limitations on source of H.S. Equivalency (GED) and H.S. Diploma _____
10. Test Given _____
11. Where to report for test _____
12. Physical Requirements _____
13. Type of Physical Exam _____
14. Where to Report for Physical Exam _____

VII. Referral Information

1. Who to Contact _____
2. Telephone # _____
3. Where to Report _____
4. Travel Directions _____

VIII. N.Y.C.M.I.B.

1. # _____ Follow-up Date: _____
2. Mailing Date _____

Appendix "E"

NYC MANPOWER INFORMATION BULLETINS
101 EAST 15th STREET NYC 10003 677-0300 EXT. 24, 25

(Typical Instruction sheet for updating NYCMIB Training Information Bulletins' binder)

August 22, 1973.

TO: NYCMIB Agencies

We here at New York City Manpower Information Bulletins are aware that pressing agency tasks may prevent your inserting the training sheets under their proper tabs and removing training sheets when the training period is ended.

We are listing the sheets that should be in your book as of this mailing. The sheets are listed as they should appear under the tabs beginning with the first tab.

Of course it is possible that some sheets were misplaced, never arrived, etc.

We are indicating the closing dates of each program in case you are missing programs that are still open. Please let us know if you need any of these sheets.

Sincerely,

Dan DeWees/mcl

Dan DeWees
Project Director

• will notify

Tab	Type of Program	Program #	Training Agency	Closing Date
AGED	Clerical	154	Federation Employment & Guidence Service	August 1, 1974
BUILDING CONSTRUCTION TRADES	Carpentry	116	Service Education for the Rehabilitation of Drug Addiction	Open entry
	Electrician	127	Electricians Union Local #3	•
	Locksmith	144	NY School of Locksmithing, Inc.	•
	Bricklayer	168	NY Executive Committee of Bricklayers, Masons, and Plasterers	•
	Ornamental Iron Workers	169	Local #580	•
	Pointer, Caulker & Cleaner	170	Pointers, Cleaners & Caulkers Masonry JAC Local #66	•
CIVIL SERVICE TRAINING	Mail Clerk/Carrier	95	Regional Manpower Centers #'s 1, 2,3, 4,5,7,8,9,10,11	•
	Federal Office Assistant GS2, GS3	120	NYC Department of Employment Region #3	Open entry
CLERICAL	Steno	7	Manpower & Career Development Agency/ Regional Manpower System #2	" "
	Basic Office Practice	11	" " " " "	" "
	Basic Office Practice	44	Regional Manpower Center #5	" "
	Basic Office Practice	59	Regional Manpower Center #10	" "
	Basic Office Practice	69	Manpower & Career Development Agency Regional Manpower System #11	" "

Tab	Type of Program	Program #	Training Agency	Closing Date
CLERICAL (cont.)	Basic Office Practice	82	Manpower & Development Agency Regional Manpower System #7	Open entry
	Various	89	University of the Streets	Open entry
	Steno/Speedwriting	134	Regional Manpower Center #11	" "
	Clerical Education	137	Opportunities Industrialization Center	Feb. '74
	Basic Office Practice	138	O.I.C.	" "
	Bookkeeping	139	O.I.C.	" "
	Basic Office Practice	140	O.I.C.	Mar. '74
	Secretarial	145	O.I.C.	Dec. '73
	Basic Office Practice	146	O.I.C.	Jan. '74
	Clerical	151	Service Education for the Rehabilitation of Drug Addiction	April '74
	Basic Office Practice	153	Manpower & Career Development Agency Regional Manpower Center #8	Feb. '74
	Secretarial Science	155	The SUNY Educational Opportunity Cen.	May '74
	Clerical Education	165	Opportunities Industrialization Cen.	March '74
COLLEGE ADAPTER PROGRAM	Education	96	College Adapter	Feb. '74
	College Adapter	156	The SUNY Educational Opportunity Centre, NYC	May '74
COMPUTER TRAINING PROGRAM	Computer Operation	141	Opportunities Industrialization Center	Open entry

Tab	Type of Program	Program #	Training Agency	Closing Date
COMPUTER TRAINING PROGRAM (cont.)	Computer Programming	142	Opportunities Industrialization Center	Open entry
	Console Operator	157	The SUNY Opportunity Centre, NYC	Feb. '74
	Keypunch Operator	158	The SUNY Opportunity Centre, NYC	Open entry
DRAFTING	Mechnical, Architectural Drafting	159	" " " " "	May '74
DRIVER TRAINING	Bus Driving	17	Rentar Educational Corporation	Open entry
	Straight Truck	18	" " "	" "
	Tractor Trailer	19	" " "	" "
DRY CLEANING	Dry Cleaning	160	The SUNY Educational Opportunity Centre	Dec. '73
ELECTRONICS	Basic Electronics Technician	161	" " " "	May. '74
ENGLISH AS A SECOND LANGUAGE	Education	10	Manpower & Career Development Agency	Open entry
	Education	28	Regional Manpower Centre #5	" "
	Education	57	" " System #10	" "
	Education (Title III)	62	" " Center III	" "
	Education	68	(same as above) System #11	" "
	Education (Title III)	85	Regional Manpower Center III	" "
	Education	152	Manpower & Career Development Agency Regional Manpower Center #8	March '74
FOOD SERVICES	Food Preparation	79	Opportunities Industrialization Center	Open entry

Tab	Type of Program	Program #	Training Agency	Closing Date
FOOD SERVICES (cont.)	Baking	112	Baking Industry Labor Management Apprenticeship Council of NY	Open entry
GENERAL EDUCATION DIPLOMA	Basic Education (Title III)	63	Regional Manpower Center III	" "
	Basic Education WEP	64	Regional Manpower III	" "
	Mini-School	83	Regional Manpower System #7	" "
	GED	133	Opportunities Industrialization Center	March "74
	GED	143	O.I.C.	December '73
	GED	147	O.I.C.	February '74
	Basic Education	166	O.I.C.	Open entry
HANDICAPPED	Sewing	24	Brooklyn Bureau of Community Service	March '74
INDUSTRIAL ELECTRICITY	Mechanical Trades	135	Opportunities Industrialization Center	" "
	Industrial Electricity	167	O.I.C.	Open entry
MAJOR APPLIANCE REPAIR	Machine Repair	117	Service Education for the Rehabilitation of Drug Addiction	" "
MARINE CORPS RESERVE TRAINING PROGRAM	Various Occupations	136	U.S. Marine Corps Reserve	Open entry
NY STATE EMPLOYMENT SERVICE	Multi Occupational Project IX	90	NYC Board of Ed. & selected private schools	" "
	On the job training	93	Various private employers	

Tab	Type of Program	Program #	Training Agency	Closing Date
NEIGHBORHOOD YOUTH CORPS	Out-of-school & in-school	104	Youth Services Agency	Open entry
NURSING	Nurse's Aide	23	YM & YWHA	" "
PRINTING	Offset Duplicating	162	The SUNY Urban Center, Bklyn.	December '73
REPAIR SERVICE	Radio/TV Repair	27	Regional Manpower Center #5	Open entry
	Air Conditioning, Oil Burner Servicing, & Refrigeration	45	(same)	" "
	Photo Copying Machine Repair	148	O.I.C.	February '74
	Typewriter Repair	149	O.I.C.	" "
	Automatic Packaging Line Mechanic	163	The SUNY Urban Center, Bklyn.	May '74
	Business Machine Repair	164	(same)	February '74
WAREHOUSING, SHIPPING & RECEIVING	Factory	150	Development & Training Center for the District Trades (Dis.65)	November '74